

**ENGINEERING AND RELATED SERVICES
APRIL 20, 2012**

**CONTRACT NO. 4400002830
RETAINER CONTRACT FOR
HAZARD MITIGATION GRANT PROGRAM (HMGP)
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Ms. Peggy Jo Paine, P.E.

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will provide engineering support, technical assistance and resources needed to meet all established federal and state program requirements for the FEMA Hazard Mitigation Grant Program (HMGP) within DOTD for statewide projects covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time and compensation. Each Task Order will become a part of the Retainer Contract. See Attachment "A" for the project list.

SCOPE OF SERVICES

The services to be rendered for this Retainer Contract shall consist of the following Stage(s) and Part(s):

- Stage 3: Design (Road and Bridge)
 - Part I: Surveying Services
 - (a) Topographic Survey
 - Part II: R/W Acquisition and Utility Relocation
 - Part III: Preliminary Plans (Road and Bridge)
 - Part IV: Final Plans (Road and Bridge)

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

FEMA and GOHSEP HMGP Project Management and Technical Assistance

Provide all support and assistance necessary to deliver the project applications for grant approval and to execute grant applications or revisions to existing applications to fully utilize all HMGP grant funding available to DOTD.

Geotechnical Services

Provide all necessary services related to Geotechnical investigations and analysis as assigned.

Design Peer Review

The scope of services may include the following but not limited to:

- 1) Provide peer review of developed plans and perform calculations as needed.
- 2) Submit a report summarizing the conclusions, calculations and recommendations.

Requests for Information (RFI)

Process RFI's from FEMA and the Governor's Office of Homeland Security and Emergency Preparedness during the applications and engineering design periods.

Benefit Cost Analysis (BCA)

Complete BCA's on identified projects using FEMA BCA Guidelines.

Hydrologic and Hydraulic Studies

Cost Estimates

Construction Support Services (as required)

Permit Sketches (as required)

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO LRFD Design Specifications
2. AASHTO Manual for Bridge Evaluation
3. AASHTO LRFD Moveable Highway Bridge Design Specifications
4. AASHTO Roadside Design Guide
5. AASHTO Standard Specifications for Structural Supports of Highway Signs, Luminaries, and Traffic Signals
6. ASTM Standards or DOTD Test Procedures
7. DOTD Location and Survey Manual
8. DOTD Roadway Design Procedures and Details
9. DOTD Hydraulics Manual

10. Louisiana Standard Specifications for Roads and Bridges
11. Manual of Uniform Traffic Control Devices (MUTCD)
12. DOTD Traffic Signal Design Manual
13. National Environmental Policy Act (NEPA)
14. National Electric Safety Code
15. National Electric Code (NFPA 70)
16. DOTD Environmental Impact Procedures (Vols. I-III)
17. Policy on Geometric Design of Highways and Streets
18. Construction Contract Administration Manual
19. Materials Sampling Manual
20. DOTD Bridge Design Manual and LRFD Bridge Design Manual
21. DOTD Bridge Design Technical Memorandums
22. Consultant Contract Services Manual
23. Geotechnical Engineering Services Document
24. Bridge Inspectors Reference Manual
25. DOTD “A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems”
26. FEMA “Hazard Mitigation Grant Program Desk Reference”
27. FEMA Benefit Cost Analysis Tool and Guidance
28. Robert T. Stafford Disaster Relief and Emergency Assistance Act
29. Louisiana Hazard Mitigation Plan
30. Disaster Mitigation Act of 2000

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$3,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with “DOTD Software and Deliverable Standards for Electronic Plans” as outlined at http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp. The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

- State Project Number
- “Final Plans Submittal”, “60% ACP Submittal” (or other milestone)
- “Electronic Deliverables”
- Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable “hash” code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principle or a responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana, with at least 10 years experience in the use of the Louisiana Standard Specifications for Roads and Bridges. ~~and the Louisiana DOTD Bridge Design Manual.~~
3. The Prime-Consultant must employ on a full-time basis:
 - a. At least one Benefit Cost Analysis (BCA) Expert with 5 years of experience in FEMA's BCA requirements and process
 - b. At least one Hazard Mitigation Grant Program (HMGP) Expert with 5 years of experience in FEMA's HMGP 404/406 Hazard Mitigation
4. In addition to the above requirements, the Prime-Consultant must employ on a full time-basis, or through the use of a Sub-Consultant(s):
 - a. One Professional Civil Engineer registered in the State of Louisiana, with 10 years of experience in Roadway Design and a corresponding support staff.
 - b. One Professional Civil Engineer registered in the State of Louisiana, with 10 years of experience in **bridge design with** reinforced concrete and pre-stressed concrete bridges **experience.**
 - c. One Professional Civil Engineer (and support staff) registered in the State of Louisiana, with 10 years of experience in the Geotechnical Design involving Louisiana soils.
 - d. One Professional Land Surveyor (and support staff), registered in the State of Louisiana, with at least five years of experience in conducting topographic and property surveys.
 - e. One Professional Civil Engineer, registered in the State of Louisiana, with 5 years of experience in conducting hydrologic and hydraulic analysis.

Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 5;
2. Consultant's personnel experience on similar projects, weighting factor of 7;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 2; ***
4. Consultant's past performance on similar DOTD projects, weighting factor of 4;**
5. Consultant's current work load, weighting factor of 4;
6. Location where the work will be performed, weighting factor of 3. *

*Location will be based from Marksville, Louisiana.

**The Road Design Rural (RR) performance rating will be used for this project.

***All respondents will receive no less than a 2 in this category.

Complexity level (**Moderate**)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Peggy Jo Paine – Project Manager
3. Yvonne Murphy
4. Richard Swan
5. Joshua Stutes
6. Ann Wills

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;

- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped "original"**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team

failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's 24-102 must be firmly bound to the Consultant's 24-102. In Section 8, the Consultant's 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **Contract No. 4400002830** and will be submitted **prior to 3:00 p.m. CST on Monday, May 7, 2012**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.

ATTACHMENT "A"

H.000691 – LA 433 FLOODING
H.002051 – LA 384 FLOOD MITIGATION PROJECT
H.005068 – LA 3147 ROADWAY AND EMBANKMENT PROJECT
H.009312 – LA 402 ELEVATION AND UPGRADE DRAINAGE
H.009315 – LA 413 ELEVATION AND UPGRADE DRAINAGE
H.009316 – LA 1016-2 ELEVATION AND DRAINAGE
H.009317 – LA 935 ELEVATION AND DRAINAGE
H.009318 – LA 1015-1 ELEVATION AND DRAINAGE
H.009957 - LA 56: ELEVATION AND STABILIZATION
H.009958 - LA 57: ELEVATION AND STABILIZATION
H.009959 - LA 301: ELEVATION AND STABILIZATION
H.009960 - LA 303: ELEVATION AND STABILIZATION
H.009961 - LA 507: ELEVATION AND STABILIZATION
H.009962 - LA 516: ELEVATION AND STABILIZATION
H.009963 - LA 518: ELEVATION AND STABILIZATION
H.009965 - LA 540: ELEVATION AND STABILIZATION
H.009967 - LA 624: ELEVATION AND STABILIZATION
H.009968 - LA 625: ELEVATION AND STABILIZATION
H.009969 - LA 654: ELEVATION AND STABILIZATION
H.009970 - LA 3011: ELEVATION AND STABILIZATION
H.009971 - LA 3062: ELEVATION AND STABILIZATION
H.009972 - LA 3147: EMBANKMENT SLOPE REST & PROTECT
H.009973 - LA 3196: GRADE IMPROVEMENT
H.009974 - LA 3257: ELEVATION AND STABILIZATION
H.009991 - LA 81: ROADWAY ELEVATION & MITIGATION
H.009992 - LA 120: ROADWAY ELEVATION PROJ./ROADWAY
H.009993 - PROTECTION OF INFRASTRUCTURE ON LA 124
H.009994 - LA 663: ROADWAY ELEVATION & MITIGATION
H.009996 – LA 1015-2 ELEVATION AND DRAINAGE